



NHI Instructor Update

September 2008



NATIONAL HIGHWAY INSTITUTE

Meet and Greet

U.S. Department of Transportation
Federal Highway Administration 

- Instructions
- Introductions

Background

Thanks for participating in the April call.

- Web-conference schedule
- Feedback
- Changes

Today's Agenda

- How to Code Participant Registration Forms (PRF) on Courses not Offering CEUs
- Multiple Enrollment Feature on the Web site
- Requests for More Than 30 slots in Session
- Professionalism in Delivering Training

Today's Agenda (cont'd)

- NHI Assess the use of Video Conference Training
- 2008 Instructor of Excellence Awards
- 2009 NHI Course Catalog
- Instructor Development – Course and Certification
- Comments and Questions from Participants

Coding Participant Registration Forms When No CEUs

- IACET requirements
- Identify specific courses that do not offer CEUs (how can you tell the status)
- Participant Registration and Evaluation Forms still required

Multiple Enrollments

- Who has accessed the NHI website and enrolled either yourself or staff for one of our courses?

Requests for More than 30 Slots



- Hosts request additional slots from Instructors
- Contact the TPM if additional slots are requested
- Additional material not shipped
- Unhappy Hosts, Participants, NHI and Instructors
- Call Materials Manager, (703) 235-0552



Professionalism in Delivering Training



Ways to Increase Professionalism

- Facilitate learning
- Focus on performance
- Be prepared
- Accommodate diversity
- Deliver effectively
- Get learners involved
- Get feedback
- Improve Continuously



NHI Assessing Video Conference Training

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- Four pilots
- Lessons learned
- IACET requirements
- How many Instructors have used this technology before?

POLL

- More information feedback will be provided at our next conference



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2008 Instructor of Excellence Awards

U.S. Department of Transportation
Federal Highway Administration



- Award Period – 10/1/07 – 09/30/08
- Announce – January 2009
- Categories:
 - FHWA Instructors
 - Contract Instructors
 - Administrative Team

*Criteria coming soon to the NHI Web site
under Resources:

www.nhi.fhwa.dot.gov



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2009 NHI Course Catalog

U.S. Department of Transportation
Federal Highway Administration



- Copies of the Catalog are being sent to Instructors
- Two copies sent with Administrative Package



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Instructor Development



- Training
 - Instructor Development Course (IDC)
 - Developing High Impact Training (WBT)
 - Web-Conference Training
 - Introducing Highway Federal-Aid (WBT)
 - Deliver a Real Solution (WCT)
- Certification



NHI Real Solutions

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- Great feedback on the new presentations
- These are FREE one to two hour Web-conference presentations
 - Problem faced in the transportation field
 - Solutions implemented
 - Lessons Learned
- VOLUNTEERS?



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Instructor Development Course

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- FY-2008
Baltimore, MD – 9/23-26/08 (1 slot)
- FY-2009
Arlington, TX – 10/7-10/08 (4 slots)
Rio Rancho, NM – 12/9-12/08 (3 slots)

Above sessions are the 3.5 day

Other sessions for the 3.5 and 4.5 day will
be announced soon.

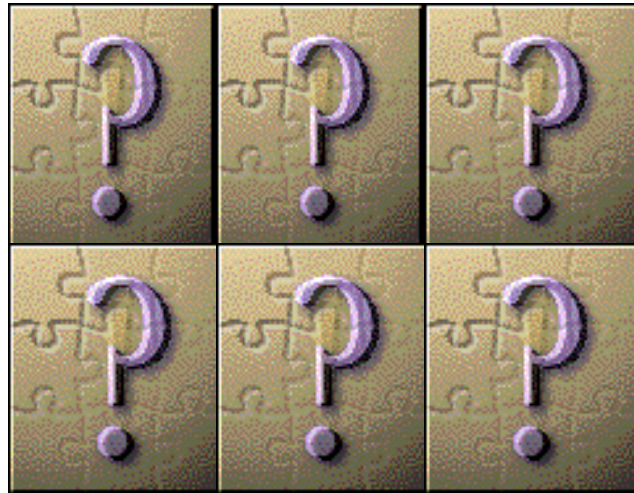
- Anyone volunteer to host a session?



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Questions?

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Next NHI Instructor Web Conferences



Next Sessions:

- January 22, 2009
- January 30, 2009

If you would like to recommend a topic for our next Instructor Web Conference, please send an e-mail to Carolyn.Eberhard@dot.gov or type your suggestion in the Chat Pod.

NHI Website: www.nhi.fhwa.dot.gov

